

Don't have a lawyer?

There are three ways to file your case documents: *In person*, *postal mail*, or *online electronic filing* (e-filing). If you e-file one time, you must e-file **all** future documents, **all** future cases, and receive **all** court notices by e-mail. You must also comply with the [Policies and Procedures](#).

If you want to e-file, follow the steps below:

1. To access the **File & Serve** home page, open a web browser to access the Internet, and type in <https://maryland.tylerhost.net/OfsWeb> in the address bar and press **Enter**.
2. Click **Register**. The screen will look similar to the one pictured below.

3. A **Register** screen appears. Complete the required fields: **First Name**, **Last Name**, **Email Address**, **Password** (*must be at least eight characters with at least one lower case, at least one upper case, and at least one number or symbol*), **Security Question** and **Security Answer**. Click **Next**.

- Click the round button on the bottom right under **Register for a Self-Represented Account**.

Register

User Information » Firm Information » Terms and Conditions » Complete

Registration Options

Register for a Firm Account

Perfect for:

- Attorneys
- Firms with multiple filers
- Solo Attorney Practitioners

Register for a Self-Represented Account

Perfect for:

- Pro Se Filers
- Process Servers
- Landlords / Tenants

- At the prompt, click **Continue as Pro Se**.

Before you register for a Self-Represented Account...

If you are an attorney, you will want to make sure you are registering for a firm account.

Continue as Pro Se [I'm an attorney](#)

- The screen will expand for you to enter additional **Contact Information**. Enter your **Address, City, State, Zip Code** and **Phone Number**, then click **Next**.

Contact Information

Country

United States of America

Address Line 1

10 Main St.

City

Annapolis

State

Maryland

Zip Code

21401

Phone Number

5554356789

Previous **Next**

7. Read the **Registration Terms and Conditions** before continuing by scrolling down using the scroll bar on the right.
8. When finished, click **I Agree - Create My Account** to accept and agree to the terms.

9. A confirmation page will open as you proceed, and you will receive an email verification titled **File and Serve New User Activation**. Open your email and open the **File & Serve New User Activation** message. Click on the **Activate Account** link and a **Tyler Technologies** notice will appear confirming that your account has been activated.



10. Return to the File and Serve home page <https://maryland.tylerhost.net/OfsWeb> and click **Sign In**. Enter your Email and Password, then click **Sign In**.